

## **Mining Law Administration Program Workload/Workforce Planning Questionnaire**

The instructions and examples are presented first. The blank tables follow the instructions and examples.

Additionally, there is a space prior to Table 1 for the name and phone number of the person gathering the information. Please fill this in so that if there are questions, the appropriate person may be contacted directly.

### **Instructions and Examples**

Table 1. Specialists Working in the Mining Law Administration Program

Please list only geologists or mining engineers working within the Mining Law Administration Program (MLAP).

Example Table 1.

Employee Name	Job Series	Office Code	Office Name	% of time spent working in MLAP
name	1350	UT010	Fillmore Field Office	75

Table 2. Non-specialists Working in the MLAP.

Please list those employees working in the MLAP who are not geologists or mining engineers. Include hydrologists, physical scientists, physical science technicians (PSTs), natural resource specialists (NRSs), environmental protection specialists, etc. who actually work in the MLAP. Do not include support positions, such as procurement staff, contact representatives, administrative assistants, adjudicators/ land law examiners (LLEs), or those in strictly management positions. Also do not include those who work in the MLAP solely to fulfill National Environmental Policy Act (NEPA) requirements, to conduct T&E species clearances, to conduct archaeological clearances, etc. In the remarks section, please include any information such as a college degree, employment history (with industry), etc. that would give the individual knowledge of the geosciences and/or mining practices. Also in the remarks section, identify any peculiarities in the workload that may justify someone without knowledge of geology and/or mining engineering working within the MLAP.

Example Table 2.

Employee Name	Job Series	Job Title	Office Code	Office Name	% of time spent working in MLAP	Remarks
name1	1311	Physical Science Technican	AK020	Northern Field Office	100	BS degree in geology
name 2	0028	Environmental Protection Specialist	NV061	Battle Mountain Field Office	95	BS degree in biochemistry, but worked at active mining operations for Newmont Gold and US Borax
name 3	0401	Natural Resource Specialist	OR110	Medford District Office	85	None, 8 years OJT with BLM in the MLAP
name 4	1315	Hydrologist	AZ050	Yuma Field Office	100	Degree has strong geologic emphasis
name 5	0430	Botanist	MT090	Malta Field Office	50	Thesis dealt with revegetation of disturbed lands in arid climates, assist operators in preparing reclamation plans and conduct reclamation I&E

Table 3. FY2000 Workload and Future Projections

Based on FY2000 funding and personnel, identify the FY 2000 organizational workload indicated in the table. Give the estimated change per year as either a + or - number or a % change. If your office has NCLS units that do not have separate office codes, please prepare a separate table 3 for each unit. Do not include increases in workload anticipated as a result of the new 3809 regulation implementation (see table 4).

<b>Office Code</b>	UT050		
<b>Item</b>	<b>Number</b>	<b>Estimated Change</b>	<b>Rationale for Estimated Change</b>
Notices Received/Reviewed	3	0	Have had no change over the past 10 years.
Active Notices	45	+1/year	This has been the trend for several years.
Plans of Operations Received	1	-1	The trend has been down for several years.
Plans of Operations Approved/Rejected	0	+1 in FY2001, 0 thereafter	Received 2 in late FY2000, will make decision in FY2001, anticipate also making decision on new FY2001 Plan, thereafter, only 1 per year to decide
Active Plans of Operations	6	-1 FY2002 and thereafter	one in reclamation at present, closings expected to mirror new filings otherwise
3809 Inspections Performed	102	+1/year	increase parallels number of active notices and plans
Mineral Examinations Completed	1	+1 in FY 2001, -1 FY2002	Only one pending, expected to complete in FY2001, no new exams foreseen
Mineral Examinations Pending	1	-1 FY2001	No new exams foreseen
Existing Mining Claim Occupancies	4	-2 FY2001, -2 FY2002	Can resolve about 2 per year
Mining Claim Occupancies Resolved	1	+1 FY 2001, 0 in FY2002, -2 FY2003	Can normally resolve 2/year. None foreseen in FY2003 on.
Estimated Number of Active Mining Claims, Mill Sites and Tunnel Sites	6100	0%	Long term trend is no change
Other: _____			

Table 4. Expected number of additional actions required under new 3809 regulations.

Self-explanatory.

Example table 4.

<b>Office Code</b>	OR-031
<b>New Action under Revised 3809 Regs</b>	
	<b>Number</b>
Mineral examinations for suspected common variety issues	1
NEPA work on former Notice level activity	6
NEPA work on new activity that once was Notice level	6
Bond calculations on new or extended Notice level activity	8
Bond calculations on new activity that once was Notice level	28
Recalculation of bonds on existing Plans of Operation	13
Increase in inspections due to potential acid rock drainage	2
Other: _____	

Table 5. Extenuating Circumstances that Affect Work in MLAP.

List any extenuating circumstances that may affect the amount of work accomplished in the MLAP.

Example table 5.

Office Code	ID076	
Extenuating Circumstance	Number	Remarks
Planning Initiative	1	Preparing a new RMP
Monument Designation	2	2 new monuments have been designated in the FO
Large 3809 EIS	1	A large gold operation has submitted a Plan of Operations, which requires an EIS. They are willing to wait for the BLM to prepare the EIS.

Name of Preparer: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Table 1. Specialists Working in the Mining Law Administration Program

Employee Name	Job Series	Office Code	Office Name	% of time spent working in MLAP

Table 2. Non-specialists Working in the MLAP.

Employee Name	Job Series	Job Title	Office Code	Office Name	% of time spent working in MLAP	Remarks

Table 3. FY2000 MLAP Workload and Future Projections

Office Code			
Item	Number	Estimated Change	Rationale for Estimated Change
Notices Received/Reviewed			
Active Notices			
Plans of Operations Received			
Plans of Operations Approved/Rejected			
Active Plans of Operations			
3809 Inspections Performed			
Mineral Examinations Completed			
Mineral Examinations Pending			
Existing Mining Claim Occupancies			
Mining Claim Occupancies Resolved			
Estimated Number of Active Mining Claims, Mill Sites and Tunnel Sites			
Other: _____			

Table 4. Expected number of actions required under new 3809 regulations.

<b>Office Code</b>		
<b>New Action under Revised 3809 Regs</b>		<b>Number</b>
Mineral examinations for suspected common variety issues		
NEPA work on former Notice level activity		
NEPA work on new activity that once was Notice level		
Bond calculations on new or extended Notice level activity		
Bond calculations on new activity that once was Notice level		
Recalculation of bonds on existing Plans of Operation		
Increase in inspections due to potential acid rock drainage		
Other: _____		

Table 5. Extenuating Circumstances that Affect Work in MLAP.

<b>Office Code</b>		
<b>Extenuating Circumstance</b>	<b>Number</b>	<b>Remarks</b>